

Database Developer

Canada Summer Jobs position | Nelson, BC | \$19/hour | 35 hours/week | Apply by May 8, 2026

Nelson Civic Theatre Society is looking for a Database Developer to help us strengthen how we organize, clean, and use our internal information.

This is a high-impact summer role for someone who enjoys systems thinking, digital organization, and making messy information more useful. The person in this role will help us assess and improve contact, membership, volunteer, and website-related data so that NCTS is working from cleaner, more accessible, and more sustainable systems.

What you'll do

- Audit, clean, and organize existing contact, membership, and volunteer databases
- Improve structure, consistency, and accessibility of internal digital records
- Support the migration of older spreadsheets and lists into a more unified system
- Update website content and metadata for accuracy and accessibility
- Help staff understand current data domains and support better internal use of records
- Create a short internal guide for data standards, naming consistency, and backup procedures
- Promote digital practices that reduce paper use and duplication

These duties align with the approved CSJ job description, which focuses on database cleanup, migration support, web metadata accuracy, internal standards, and sustainable digital practices.

What we're looking for

- Strong attention to detail
- Comfort working with spreadsheets, structured data, and online tools
- Good judgment around organizing information clearly and consistently
- Ability to work independently and ask good questions
- Interest in accessibility, digital systems, nonprofit operations, or information management
- Clear written communication

What you'll gain

This role is designed to build collaboration, communication, creativity, digital skills, problem solving, and technical skills. It includes regular supervision, job-specific training, and weekly mentorship.

Workplace and supports

NCTS aims to be a workplace where people are treated with dignity and respect and where accommodation is available at all stages of employment. Summer staff receive weekly check-ins, one-to-one mentorship, and individualized support plans. We especially encourage

applications from Indigenous youth, racialized youth, youth with disabilities, 2SLGBTQI+ youth, and youth from rural or remote communities.

Position details

- Temporary full-time summer position
- 35 hours/week
- \$19.00/hour
- Nelson, BC
- Flexible start date possible
- Position must be completed within the program period ending **August 29, 2026**

Eligibility

These positions are funded through Canada Summer Jobs, so applicants must meet CSJ eligibility requirements.

How to apply

[Apply through our application form](#) by **May 8, 2026**.